

U.S. Department of State Middle East Partnership Initiative

Performance Reporting System Database Authorized User Access Request Form

Per the “Award Specific” Terms and Conditions, all grantees are required to submit a detailed workplan and Results Monitoring Plan (RMP) details to the Middle East Partnership Initiative (MEPI) for approval through the Performance Reporting System Database within 30 days of signing the award. In order to access the database, grantees must first submit to MEPI a list of authorized users with their names, titles, phone numbers and email addresses within one week of signing the award. The system will automatically send an email to the user with username and password once a new user account has been created. A link to the MEPI Database login is located at the bottom of the page. The “MEPI Implementer’s User Guide” provides detailed instructions on how to use the database and is available on the project home page of the database. If one or more of the users have any questions regarding the database, please contact the Grants Administrator (GA) listed in the “Bureau Specifics” section of the terms and conditions for further assistance.

Example roles of authorized users are:

- Authorized signing official on the SF-424
- Individuals responsible for the submission of the detailed workplan and RMP details within 30 days of signing the award
- Individuals responsible for the submission of the program performance and financial reports
- Individuals responsible for the day-to-day management of the project

Please note that if any of the authorized users depart or are replaced during the period of performance of this award, it is incumbent on the grantee to notify MEPI within five (5) working days of the change.

| Name | Title | Phone Number | Email |
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